



United States Department of the Interior

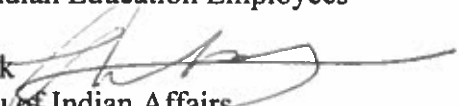
BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

FEB 18 2016

IN REPLY REFER TO:

Memorandum

To: All Bureau of Indian Affairs Employees
All Bureau of Indian Education Employees

From: Michael S. Black 
Director, Bureau of Indian Affairs

Dr. Charles M. Roessel 
Director, Bureau of Indian Education

Subject: Equal Employment Opportunity and Inclusive Workplace Policy

Equal Opportunity is a right of every Bureau of Indian Affairs (BIA) and Bureau of Indian Education (BIE) employee. This right must be respected, encouraged and promoted daily by management and every employee as we work towards fulfilling the BIA and BIE missions. We are firmly committed to a policy that provides all individuals equality in the workplace and ensures opportunities to leverage the full range of talents, skills, perspectives, backgrounds, and life experiences of each person.

If we are to fully accomplish the multitude of tasks assigned to BIA and BIE, we must function as one team. A diverse and inclusive workplace creates a culture which capitalizes on the similarities and differences of individuals enabling each employee to reach their full potential, and thus maximize their contributions to the strategic goals and objectives of the Bureaus. Managers and employees are encouraged to recognize and incorporate into their daily activities the benefit that diversity and inclusion brings to fulfilling our missions.

We are determined to embrace the tenets of equality and diversity as we pursue the missions entrusted to BIA and BIE. To that end, no employee will be denied equal opportunity because of their race, color, national origin, religion, sex (including sexual harassment, pregnancy, gender identity, or sexual orientation), age, disability, genetic information or in reprisal for a protected activity.

All equal opportunity and civil rights laws will be strictly enforced throughout our Bureaus, and necessary corrective actions will be taken when violations are found. As employees, we must maintain the public's trust by maintaining a work environment that is not hostile, intimidating, or offensive. We expect each manager and supervisor to ensure a discrimination and harassment free workplace. We encourage managers to speak with their employees about this policy regularly, and to seek assistance from BIA's Office of Civil Rights and Equal Opportunity Programs, with questions regarding this policy.

An employee who believes that he or she is subjected to discrimination, protected under any of the governing Federal laws, policies and regulations, should contact the BIA, Office of Equal Opportunity, within 45 calendar days of the date of the action and/or act believed to be discriminatory. Allegations of discriminatory behavior, actions and/or acts may also be raised with management officials in their chain of command, through the Negotiated or Administrative Grievance Process, or through the Merit Systems Protection Board, as appropriate.

For additional information, you may contact the Office of Civil Rights and Equal Opportunity Programs at (703) 390-6401 or email at BIA_BIE_EEO@bia.gov.